



**California Department of Corrections**  
**INFORMATIONAL BULLETIN**

**Subject: ANNOUNCEMENT OF REVISION TO  
CDC  
FORM 1894, EXCHANGE OF DAYS OFF-  
SHIFT  
ASSIGNMENT (MUTUAL SWAP) INITIAL  
FORM,  
AND NEW CDC FORM 1894-B,  
EXCHANGE OF  
DAYS OFF-SHIFT ASSIGNMENT  
(MUTUAL SWAP)  
PAYBACK FORM**

**Number:**

**02/15**

**Date Issued:**

**October 8, 2002**

The purpose of this Informational Bulletin is to officially announce the revision to the California Department of Corrections' (CDC) Form 1894, Exchange of Days Off-Shift Assignment (Mutual Swap) Initial Form, and the introduction of the CDC Form 1894-B, Exchange of Days Off-Shift Assignment (Mutual Swap) Payback Form.

The revision to CDC Form 1894 and the creation of CDC Form 1894-B, were done to reflect modifications to Section 11.04, Exchange of Days Off-Shift Assignments (Mutual Swaps) of the Memorandum of Understanding between the State of California and the California Correctional Peace Officers Association. The modified section provides that employees may be permitted to exchange hours of work in increments of one (1) hour or more with other employees in the same classification or level, performing the same type of duties in the same work area. Included in the agreement, an employee may have no more than two (2) persons working for them during the shift. The revision of the CDC Form 1894 and the creation of CDC Form 1894-B, will address all the pertinent information necessary for the authorization and tracking of mutual swaps involving one or two employees per shift.

The CDC Form 1894 (Rev. 9/02) and CDC Form 1894-B (9/02), will each be a one-sided form, printed on 8 ½" x 11", four-part NCR paper. Each form may be ordered from Prison Industry Authority on a CDC Form 1853, Reproduction Order, in quantities of 125 sets or more.

Please inform all persons concerned of the contents of this bulletin. Please direct any inquires regarding this bulletin to Don Meier, Facility Captain, Program Support Unit, Institutions Division, at (916) 324-6920.



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E. A. MITCHELL  
Deputy Director  
Policy & Evaluation Division

Attachments